

## **POLICE SERGEANT**

(Promotional Class)

### **NATURE OF WORK**

This is supervisory or specialized field and office police work.

Work involves responsibility for assisting in the supervision of police patrol and traffic regulatory activities or for the performance of special duties of comparable responsibility. Employees frequently participate in work performed by subordinate officers and assume complete charge in the event of the absence of a superior officer. Employees are given specific work instructions by superior officers on new assignments but work independently in performing regularly assigned duties. Work is reviewed by inspection and through oral and written reports to superiors.

### **ILLUSTRATIVE EXAMPLES OF WORK**

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Inspects equipment and appearance of police officers at roll call; assigns officers to posts; reads special orders and gives special instructions; patrols city and observes police officers at work; gives instructions, advice, and assistance as required.

Supervises traffic officers; assigns duties for special traffic conditions; patrols streets supervising enforcement of traffic officers; supervises and checks investigation of accidents; maintains records and prepares reports.

Acts as desk sergeant, supervises the searching and booking of persons arrested, receiving and answering complaints and requests for information; dispatches police vehicles and personnel, accepts bonds, writes reports, and maintains records.

Supervises the accident investigation squad; assigns police officers to investigations; reviews reports of accidents; personally supervises the investigation of major accidents and assists in preparation of court cases; interrogates witnesses and principles involved in accidents.

Assumes duties of police lieutenant when the superior is not on duty.

Serves arrest warrants; makes arrests and returns prisoners to headquarters and insures that they are properly booked, photographed, and fingerprinted.

When assigned, makes up all affidavits for city court; enters disposition of case on each document after case has been heard; sets up court docket; compiles daily bulletin concerning pending cases.

When assigned, acts as police photographer; visits scenes of major crimes; searches for physical evidence such as fingerprints; preserves or photographs other evidence discovered.

Performs related work as required.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid driver's license.

Must be a regular and permanent employee in good standing in the class of Police Officer and have five (5) years of continuous service in that class. (Service time to be counted from date of probational appointment.)

BR	02-02-55
Rev	02-24-60
	07-10-75
	03-01-77
	05-26-87
	08-19-93
	12-16-93
	11-18-04
	10-18-07